

Minutes from the September 17, 2008

(Printing and Mail Managers Exchange Forum Teleconference)

Twenty- six individuals participated in the Printing and Mail Managers Exchange Forum, which included Printing and Mail Managers and Contractors.

Comments/Additions to last Months Minutes

Dallas Woodruff, Headquarters opened the meeting by thanking everyone for participating in the today's teleconference.

Printing Agenda Items...

Government Printing Office Deposit Account Payment System

The Government Printing Office (GPO) Deposit Account Payment System presentation was presented by Julie Owens, Chief, Commercial Billing Section, U.S. Government Printing Office. Ms. Owens said the Deposit Account is a payment method that allows agencies to deposit funds for payment towards future work produced by GPO or by a GPO contractor. The account can be set up at any dollar amount the agency wants. Account balances and charges can be viewed online 24/7 and this allows customers more flexibility in regards to handling their budgets. Most transactions can be viewed online within one week after the vendor submits billing or after GPO posts the billing for online viewing.

Deposit Accounts can be established by submitting a GPO Standard Form 1 Requisition to GPO with agency Billing Address Code. Deposits into the account can be done via Treasury IPAC System with Agency Location Code and GPO will transfer new funds into the account to maintain desired funding balance. Additional information about the Deposit Account can be found on GPO's website at www.gpo.gov. Deposit Account is located under GPO Services for Federal Customers and click on Deposit Accounts. To request a deposit account one would need to submit an e-mail or contact the deposit account section:

Printing & Binding Deposit Accounts

La Vita Grigsby

202.512.2010 ext. 31084

lgrigsby@gpo.gov

Georgette Lane, Chicago Office wanted to know whether or not the deposit account is available to the agency nationwide or just for agencies located in close proximity of Washington, DC. Ms. Owens said the deposit account is available to all customers regardless of location and that main GPO handles all billing for GPO. Dallas Woodruff, Headquarters asked the group especially those that need to know printing charges quickly to consider the deposit account because the IPAC billing generally takes about three months.

Tony Toliver, Western area Power Administration informed the group that his site has been using three separate deposit accounts for approximately five years and is very pleased with the results.

Julie may be contacted for additional information at 202-512- 0197 or at e-mail address jaowens@gpo.gov.

Upcoming Department-wide Printing and Publishing Activities Report Three-Year Plan.

Dallas Woodruff, Headquarters informed the group that the call letter for submission of the Three Year Plan is being reviewed and he anticipated mailing the letter to sites by October 13th. The PPAFI Excel Spreadsheets will be used again for data entry. The data is due back to Headquarters by November 14, 2008, to allow ample time for consolidation and submission of the report to the Congressional Joint Committee on Printing by the second week in February 2009.

No questions were asked on this topic.

Update on the Department-wide Government Printing Office Open Requisitions

Dallas Woodruff, Headquarters informed the group that open requisitions must be provided to GPO for all term contracts before October 1. Mr. Woodruff also said requisition numbers must begin with a nine (9) and GPO will provide a new jacket numbers for each requisition. If you fail to submit your requisitions by October 1, you must not place any work order with GPO/ vendors because it would cause major billing and records keeping problems for GPO, vendors and for sites. GPO vendors cannot process work beginning October 1 with FY 2008 requisition number and jacket numbers.

No questions were asked on this topic.

Update on the proposed 2009 Department-wide Printing and Mail Conference

Dallas Woodruff, Headquarters informed the group that the conference request letter is currently going through the approval process. Mr. Woodruff also said a decision may not be made until January or February 2009 or after the Department receives its FY2009 full congressional funding. Updates on this matter are forthcoming.

No questions were asked on this topic.

Mail Agenda Items....

New Federal Management Regulation

Al Majors informed the group that on August 25, 2008, the General Services Administration (GSA) issued a final ruling on the new Federal Management Regulations, case number 2003-102-1 Mail Management. The Federal Management Regulation is issued by the Office of Government-wide Policy at GSA which provides oversight to mail policies. The final rule was published in the Federal Register Volume 73, Number 165. The final ruling states agencies must have a written mail security plan that applies to the entire agency and each mail facility must have a security plan in place

regardless of your mail volume. Additionally, mailing contracts in place before August 25, 2008 must be revised to be in compliance with the new ruling within one year of August 25 of the next year.

Carl Sherman, Strategic Petroleum Reserves asked Mr. Major is GSA going to conduct audits of agencies. Mr. Majors said GSA is not going to conduct audits but the new rule is to instruct federal mail managers that all facilities must submit a mail management reports and include your mail security plans with the report.

Annual Mail Reporting Requirements

Al Majors, Headquarters informed the group that the General Service Administration (GSA) has changed the due date for the report from March 30th to January 15th. The date change will go into affect starting in FY-2009. The due date for the FY-2009 report will be due January 15, 2010 instead of March 30, 2010. Therefore, Headquarters will require sites to submit the report earlier than in prior years. The reporting format for the 2008 will remain the same, but may change for the 2009 reporting period.

Federal Express Contract

Tony Nellums, Headquarters informed the group that on October 1, 2008, the Federal Express Contract with GSA will have a 4% price increase. Al Majors and Tony Nellums will participate with the GSA on writing the new contract.

Other Topic for Discussion

None

Attendees

Headquarters (3)	Richland Operations Office
Oak Ridge Operations Office (2)	Y12 Site Office (2)
Western Area Power Administration (2)	Chicago Office (2)
Oak Ridge National Laboratory (2)	Knoll Power Atomic Laboratory
Los Alamos National Laboratory	Nevada Site Office
Government Printing Office, Washington, DC	Savannah River Site
National Security Technologies C1, Las Vegas (2)	Strategic Petroleum Reserves (3)
National Energy Technology Laboratory, Morgantown, WV	
National Renewable Energy Laboratory	